CA-PMM

Project Name: Enterprise-Wide Veterans Home Information System

OCIO Project #: 8950-49

Department: Department of Veterans Affairs

Revision Date: 5/1/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	Inadequate draft bids on 3/27/09	5 week delay to procurement schedule	Create a 2nd Draft Proposal Key Action Date
3. Was work done that was not planned?	Yes	Potential Lack of Viable RFP Bids	Bid evaluation team of 6 expended 2.5 days	Initiated development of a contingency plan
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	Yes	#3 above		
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	#2 above		
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

Describe deliverables completed and milestones met during **this reporting period.**

Solution Procurement is the next milestone reported in the SPR. The procurement is in progress but will not be completed by June 9th as reported in SPR #1.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Start	12/11/06	1/11/07	Complete	Delayed 1 month for Governors Budget	1/11/07
Procurement	6/30/09	12/30/09	In-progress	Vendors required 1 month delay to draft proposals	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			The procurement is approxi. 6 months behind schedule. The implementation plan will recover all but 2 months of the delay.
Milestones	X			All milestones to-date have been achieved within 5% of schedule.
Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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Status Report

Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Project Start	12/11/06	1/11/07	Complete	Delayed 1 month for Governors Budget	1/11/07
Procurement	6/30/09	12/30/09	In-progress	Vendors required 1 month delay to draft proposals	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			The procurement is approxi. 6 months behind schedule. The implementation plan will recover all but 2 months of the delay.
Milestones	X			All milestones to-date have been achieved within 5% of schedule.
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	2
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**0**
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**0**
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	**0**
	Moderately Effective	1	
	Ineffective	2	
		Total	**2**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

The project conducted a market analysis that identified several vendors with products that had a high degree of correlation to our requirements. Until the procurement proceeds to the point of selecting a vendor we must assume the vendors are entirely viable. (Our procurement is in progress and we are unable to provide additional detail at this time.)